



**COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles**

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Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

April 10, 2007

Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVE AMENDMENTS TO COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) ADVANCE CONTRACTS FOR SAMUEL DIXON FAMILY HEALTH CENTER,
INC. AND FOOTHILL UNITY CENTER (5)
(3 Vote)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the approval of additional funding for personnel expenses at the Samuel Dixon Family Health Center and the approval of the purchase of a vehicle and supplies for the Foothill Unity Center are not subject to the provisions of the California Environmental Quality Act (CEQA).
2. Approve Amendment No. 1 to CDBG Advance Contract No. 101657 with the Samuel Dixon Family Health Center, Inc., to increase the contract amount by \$44,000, from \$30,000 to \$74,000, for personnel expenses, using CDBG funds allocated to the Fifth Supervisorial District.
3. Approve Amendment No. 1 to CDBG Advance Contract No. 101653 with the Foothill Unity Center, to increase the contract amount by \$44,000, from \$10,000 to \$54,000, to purchase a vehicle and supplies for its Food Distribution Program, using CDBG funds allocated to the Fifth Supervisorial District.
4. Authorize the Executive Director of the Community Development Commission to execute on behalf of the County of Los Angeles the

Advance Contract Amendments (Amendments), attached hereto in substantially final form, to be effective following approval as to form by County Counsel and execution by all parties, through June 30, 2007.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

On May 25, 2006, your Board approved the 2006-2007 One-Year Action Plan for the Thirty-third Program Year (July 1, 2006 through June 30, 2007) to receive CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the projects described herein. The proposed Advance Contract Amendments are consistent with the purposes set forth in the Action Plan. The Action Plan contains the County's one-year plan to carry out housing and community development activities funded by the CDBG program.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The proposed Amendments will be funded with a total of \$88,000 in CDBG funds allocated to the Fifth Supervisorial District.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Samuel Dixon Family Health Center, Inc., provides low- and moderate-income persons from birth through adulthood with such primary medical services as: outpatient care, immunizations, pediatrics, women's health care, school physicals, family planning, laboratory services, and referrals. CDBG funds will be used for a portion of the salaries and benefits of the agency staff. The agency will also increase the number of persons receiving services from 150 to 740 per year. The agency is located at 30257 San Martinez Road, in the unincorporated Val Verde area of Los Angeles County.

The Foothill Unity Center distributes approximately 20 tons of food monthly to 5,000 very low-income individuals primarily in the San Gabriel Valley area. The agency also provides clothing and referrals to medical, dental, counseling, education and employment services. CDBG funds will be used to purchase a vehicle to transport food and supplies. The agency is located at 415 West Chestnut Avenue, in Monrovia.

Should the agencies require additional or replacement personnel after the effective date of this Contract, the agencies shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. The Contractor shall contact the County's GAIN/GROW Division at (626) 927-5354 for a list of GAIN/GROW participants by job category.

Honorable Board of Supervisors

April 10, 2007

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The attached CDBG Advance Contract Amendments are being presented in substantially final form, and will be effective following approval as to form by County Counsel and execution by all the parties.

ENVIRONMENTAL DOCUMENTATION:

These amendments are exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b) (3) because the activities will not have a physical impact or result in any physical changes to the environment. The actions are not subject to the provisions of California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060 (c) (3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROGRAM:

The projects meet the HUD national objective of providing services for the benefit of low- and moderate-income persons.

Respectfully submitted,

CARLOS JACKSON
Executive Director

Attachment: 3

ATTACHMENT A

APPROVE AMENDMENTS TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVANCE CONTRACTS FOR SAMUEL DIXON FAMILY HEALTH CENTER, INC. AND FOOTHILL UNITY CENTER (5)

Samuel Dixon Family Health Center, Inc.

Board of Directors

Total: 17
3 Minorities
7 Women
18% Minority
41% Women

Employees

Total: 15
10 Minorities
12 Women
67% Minority
80% Women

Foothill Unity Center

Board of Directors

Total: 19
4 Minorities
11 Women
21% Minority
58% Women

Employees

Total: 10
6 Minorities
7 Women
60% Minority
70% Women

The Commission encourages the participation of minorities and women in the contract award process including: providing information about the Commission at local and national conferences; conducting seminars for minorities and women regarding the Commission's programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations which represent minorities and women. The above information has been voluntarily provided by the agencies.

The recommendation to approve the CDBG Reimbursable and Advance Contract Amendments with the three agencies is being made in accordance with federal regulations, and without regard to race, creed, color, gender, religion or sexual orientation.

**COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
ADVANCE CONTRACT AMENDMENT 1**

PROJECT TITLE: Samuel Dixon Family Health Center

PROJECT NUMBER: E96508-06

CONTRACT NUMBER: 101657

THIS AMENDMENT TO CONTRACT made this _____, day of _____, by the County of Los Angeles, hereinafter called the "County", and the Samuel Dixon Family Health Center, Inc., hereinafter called the "Operating Agency".

WITNESSETH THAT:

WHEREAS, County and Operating Agency desire to amend said Contract in order that Operating Agency may better implement the projects.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived there from, the parties agree as follows:

1. **COMPENSATION AND METHOD OF PAYMENT** has been amended to show the following: seventy-four thousand dollars (**\$74,000**). This is an increase of forty-four thousand dollars (**\$44,000**).
2. **BUDGET SECTION** is amended to reflect the new compensation amount of: seventy-four thousand dollars (**\$74,000**).
3. **Exhibit A has been amended to show the following changes:** Eligibility Summary Section (Estimated Accomplishments increased from 150 Persons to 740 Persons).
4. An amended Exhibit A, Project Description and Activity Budget, is attached hereto and incorporated herein, and substituted in its entirety for the previously attached Exhibit A. All other terms and conditions of said Agreement shall remain the same.

Community Development Commission
County of Los Angeles
Project Description and Activity Budget

Contract No. 101657 Version 1

PROJECT**OPERATING AGENCY**

Project No: E96508-06 Title: Samuel Dixon Family Health Center Funding Period: 7/1/2006 To: 6/30/2007 Jurisdiction: 5th District	Organization Name: Samuel Dixon Family Health Center, Inc. Type: CBO CDC Program Mgr: Josie Sifuentes
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Project Administration

The following individuals and agencies will be implementing this project:

Cheryl Laymon, Executive Director (Primary)
Samuel Dixon Family Health Center, Inc.
30257 San Martinez Road
Val Verde, CA 91384
(661) 257-7892 Fax: (661) 257-2384

E-mail: cheryl@sdfhc.org

Eligibility Summary

Funding Source: CDBG
HUD Code: 05M Health Services
Eligibility Citation: 570.201(e)
National Objective: LMC
Nat. Objective Citation: 570.208(a)(2) (i)(B)
Est. Accomplishments: 740 Performance Indicator: People (General)

Activity Summary

This continuing project assists low-and moderate-income persons in the Northwest region of the Fifth Supervisorial District of the Los Angeles County. A majority of the clients will be from the unincorporated area of the Santa Clarita Valley.

The overall objective of the program is to provide primary medical services, immunizations, pediatrics, women's health, school physicals, family planning, laboratory services, and referrals. The Agency will provide services to approximately 740 people and conduct approximately 840 client contacts during the program year.

CDBG funds will be used to pay for personnel costs.

Special Conditions

The Operating Agency has received authorization to utilize the Public Service Self-Certification Form for this project in those instances where it is unable to obtain complete income documentation from the program participant. The Operating Agency must ensure that the form contains the current income guidelines, and that forms are maintained in the program participant files. The forms must be fully completed, signed, and dated by the program participant, as well as approved by a designated Operating Agency staff member. If the scope of activities for the project changes, the Operating Agency will be required to submit a new request for authorization to use the Public Service Self-Certification Form.

The Operating Agency must maintain the following information for federal reporting and monitoring purposes: the name, address, ethnicity, and female head of household status for all clients.

The Operating Agency must maintain census tract information on clients served and make it a goal to market their program to residents of the Los Angeles Urban County, which includes the unincorporated areas and the Participating Cities.

The Operating Agency shall maintain income documentation to insure that at least 51 percent of program beneficiaries are of low- and moderate-income.

The Operating Agency must maintain payroll and time attendance records signed by the employee and approved by the supervisor. Time distribution records must reflect total work time on a daily basis by program and/or funding source, as applicable.

The Operating Agency shall maintain during the term of this Contract and for a period of four (4) years after the expiration of the contract complete and adequate financial records and accounts as considered necessary by the Community Development Commission (CDC) to assure proper accounting for all program funds and to support all program expenditures. These records and accounts shall include, but not be limited to, the following:

- * A double-entry General Ledger that supports the costs charged to the CDBG or ESG Program;
- * Records documenting procurement of goods and services;
- * Contracts for goods or services;
- * Lease or Rental Agreements;
- * Invoices;
- * Billing Statements;
- * Cancelled Checks;
- * Timecards signed by employees and supervisors;
- * Personnel Authorization Records;
- * Payroll Registers;
- * Payroll Tax Records;
- * Bank Statements;
- * Bank Reconciliations; and
- * Documentation to support the allocation of costs.

Contracted Services/Subrecipients

Not Applicable

Funding Summary

<u>Cost Category</u>	<u>Amount</u>	Leverage Sources	<u>Amount</u>
Personnel	\$74,000.00	Other	\$10,000.00
Total	\$74,000.00	Total	\$10,000.00

Location

Name: Samuel Dixon Family Health Cent

Address: 30257 San Martinez Rd

City: Val Verde

Service Area

<u>Region</u>	<u>Population</u>	<u>Low/Mod Pop</u>
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Los Angeles County Community Development Commission**Exhibit A**

9200.15 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.15 BG 2 West Canyon Country - Bouquet Canyon/forrest Park -u	202	58
9200.16 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	202	27
9200.16 BG 2 West Canyon Country - Bouquet Canyon/forrest Park -u	445	44
9200.19 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.19 BG 2 West Canyon Country - Bouquet Canyon/forrest Park -u	32	0
9200.20 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.20 BG 3 West Canyon Country - Bouquet Canyon/forrest Park -u	1,826	430
9200.32 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	708	28
9200.34 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.34 BG 2 West Canyon Country - Bouquet Canyon/forrest Park -u	412	142
9200.37 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.37 BG 2 West Canyon Country - Bouquet Canyon/forrest Park -u	4,040	1,651
9200.40 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	54	0
9200.41 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.42 BG 2 West Canyon Country - Bouquet Canyon/forrest Park -u	0	0
9200.42 BG 3 West Canyon Country - Bouquet Canyon/forrest Park -u	1,418	293
9200.43 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	777	61
9201.10 BG 1 West Canyon Country - Bouquet Canyon/forrest Park -u	476	112
9203.12 BG 3 West Santa Clarita Valley - Stevenson Ranch -u	145	82
9200.14 West Canyon Country (bouquet Canyon/forrest Park) (u)	243	48
9200.26 West Canyon Country (bouquet Canyon/forrest Park) (u)	346	126
9200.33 West Canyon Country (bouquet Canyon/forrest Park) (u)	401	123
9201.03 Castaic-val Verde (u)	2,657	688
9201.04 Castaic-val Verde (u)	1,707	96

Los Angeles County Community Development Commission				Exhibit A
9201.05	Castaic-val Verde (u)	7,943	841	
9201.06	Castaic-val Verde (u)	2,740	1,005	
9201.07	Castaic-val Verde (u)	0	0	
9201.08	Castaic-val Verde (u)	0	0	
9201.09	West Canyon Country (bouquet Canyon/forrest Park) (u)	1,445	78	
9203.26	West Santa Clarita Valley (stevenson Ranch) (u)	3,777	455	
9203.27	West Santa Clarita Valley (stevenson Ranch) (u)	6,439	528	
Grand Total:		38,435	6,916 17.99% Low/Mod	

**COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
ADVANCE CONTRACT AMENDMENT 1**

PROJECT TITLE: Foothill Unity Center

PROJECT NUMBER: L96509-06

CONTRACT NUMBER: 101653

THIS AMENDMENT TO CONTRACT made this _____, day of _____, by the County of Los Angeles, hereinafter called the "County", and the Foothill Unity Center, hereinafter called the "Operating Agency".

WITNESSETH THAT:

WHEREAS, County and Operating Agency desire to amend said Contract in order that Operating Agency may better implement the projects.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived there from, the parties agree as follows:

1. **COMPENSATION AND METHOD OF PAYMENT** has been amended to show the following: fifty-four thousand dollars (**\$54,000**). This is an increase of forty-four thousand dollars (**\$44,000**).
2. **BUDGET SECTION** is amended to reflect the new compensation amount of: fifty-four thousand dollars (**\$54,000**).
3. An amended Exhibit A, Project Description and Activity Budget, is attached hereto and incorporated herein, and substituted in its entirety for the previously attached Exhibit A. All other terms and conditions of said Agreement shall remain the same.

Community Development Commission

County of Los Angeles

Project Description and Activity Budget

Contract No. 101653

Version 1

PROJECT	OPERATING AGENCY
Project No: E98502-06 Title: Food Distribution Program Funding Period: 7/1/2006 To: 6/30/2007 Jurisdiction: 5th District	Organization Name: Foothill Unity Center Type: CBO CDC Program Mgr: Darrell Santos

Project Administration

Joan E. Whitenack, Executive Director
Foothill Unity Center
415 West Chestnut Avenue
Monrovia, CA 91016
Tel. No: (626) 358-3486
Fax: (626) 358-8224
E-mail: joan@foothillunitycenter.org

Eligibility Summary

Funding Source: CDBG
HUD Code: 05 Public Services (General)
Eligibility Citation: 570.201(e)
National Objective: LMC
Nat. Objective Citation: 570.208(a)(2) (i)(B)
Est. Accomplishments: 5,000 Performance Indicator: People (General)

Activity Summary

This continuing project distributes food to 5,000 very low-income individuals primarily in the Monrovia, Duarte, Arcadia, Sierra Madre, Pasadena, Altadena, South Pasadena, and Bradbury areas. We estimate over 25,000 client contacts. Foothill Unity Center currently distributes about 20 tons of food per month. Good used clothes, referrals for medical, dental, counseling, education and jobs are also available. The second food distribution center is located at 191 N. Oak St., Pasadena, 91107.

The CDBG funds will be used to pay for personnel costs.

Special Conditions

The Operating Agency must maintain the following information for federal reporting and monitoring purposes: the name, address, race, ethnicity, and female head of household status for all clients.

The Operating Agency shall maintain income documentation to insure that at least 51 percent of program beneficiaries are of low- and moderate-income.

The Operating Agency must maintain payroll and time attendance records signed by the employee and approved by the supervisor. Time distribution records must reflect total work time on a daily basis by program and/or funding source, as applicable.

The Operating Agency shall maintain during the term of this Contract and for a period of four (4) years after the expiration of the contract complete and adequate financial records and accounts as considered necessary by the Community Development Commission (CDC) to assure proper accounting for all program funds and to support all program expenditures. These records and

accounts shall include, but not be limited to, the following:

- * A double-entry General Ledger that supports the costs charged to the CDBG or ESG Program;
- * Records documenting procurement of goods and services;
- * Contracts for goods or services;
- * Lease or Rental Agreements;
- * Invoices;
- * Billing Statements;
- * Cancelled Checks;
- * Timecards signed by employees and supervisors;
- * Personnel Authorization Records;
- * Payroll Registers;
- * Payroll Tax Records;
- * Bank Statements;
- * Bank Reconciliations; and
- * Documentation to support the allocation of costs.

The Operating Agency must make it a goal to market their program to residents of the Los Angeles Urban County which includes the unincorporated areas and the Participating Cities.

Contracted Services/Subrecipients

Not Applicable

Funding Summary

<u>Cost Category</u>	<u>Amount</u>	<u>Leverage Sources</u>	<u>Amount</u>
Personnel	\$10,000.00	General Fund	\$20,000.00
Non-Personnel	\$44,000.00	Total	\$20,000.00
Total	\$54,000.00		

Location

Name: Foothill Unity Center

Address: 415 W Chestnut Ave

City: Monrovia

Service Area

<u>Region</u>	<u>Population</u>	<u>Low/Mod Pop</u>
4302.00 BG 1 Bradbury	862	111
4302.00 BG 1 Monrovia-arcadia-duarte - Islands -u	191	43
4311.00 BG 2 Monrovia-arcadia-duarte - Islands -u	111	38
4311.00 BG 6 Monrovia-arcadia-duarte - Islands -u	568	32
4312.00 BG 1 Monrovia-arcadia-duarte - Islands -u	1,977	732
4312.00 BG 2 Monrovia-arcadia-duarte - Islands -u	1,319	565

Los Angeles County Community Development Commission

Exhibit A

4312.00 BG 3 Monrovia-arcadia-duarte - Islands -u	1,191	566
4312.00 BG 4 Monrovia-arcadia-duarte - Islands -u	983	539
4312.00 BG 5 Monrovia-arcadia-duarte - Islands -u	572	145
4313.00 BG 2 Monrovia	592	220
4313.00 BG 2 Monrovia-arcadia-duarte - Islands -u	1,116	230
4313.00 BG 3 Monrovia-arcadia-duarte - Islands -u	408	23
4314.00 BG 1 Monrovia	176	0
4314.00 BG 1 Monrovia-arcadia-duarte - Islands -u	612	197
4314.00 BG 2 Monrovia-arcadia-duarte - Islands -u	853	350
4314.00 BG 3 Monrovia-arcadia-duarte - Islands -u	1,065	390
4314.00 BG 4 Monrovia-arcadia-duarte - Islands -u	922	210
4315.00 BG 1 Monrovia-arcadia-duarte - Islands -u	1,190	358
4315.00 BG 2 Monrovia-arcadia-duarte - Islands -u	229	44
4315.00 BG 3 Monrovia-arcadia-duarte - Islands -u	727	234
4315.00 BG 4 Monrovia-arcadia-duarte - Islands -u	1,159	318
4315.00 BG 5 Monrovia-arcadia-duarte - Islands -u	548	253
4318.00 BG 2 Monrovia-arcadia-duarte - Islands -u	1,669	489
9300.00 BG 1 Monrovia	0	0
4300.01 Duarte	4,654	742
4300.02 Duarte	6,880	2,365
4301.01 Duarte	4,455	2,076
4301.02 Duarte	5,005	2,179
4302.00 Monrovia	0	0
4303.01 Monrovia	4,196	627
4303.02 Monrovia	5,886	1,456
4304.00 Arcadia	4,175	631
4305.01 Sierra Madre	3,974	553
4305.02 Sierra Madre	6,477	1,118
4306.00 Arcadia	4,297	576
4307.01 Arcadia	5,081	1,187
4307.21 Arcadia	3,101	774

Los Angeles County Community Development Commission

Exhibit A

4307.23	Arcadia	3,727	1,360
4307.24	Arcadia	4,029	1,688
4308.01	Arcadia	5,979	2,437
4308.02	Arcadia	4,078	790
4308.03	Arcadia	5,240	1,071
4309.00	Monrovia	8,954	3,850
4310.01	Monrovia	7,302	3,763
4310.02	Monrovia	2,964	1,138
4311.00	Monrovia	6,271	3,273
4312.00	Monrovia	184	24
4313.00	Arcadia	345	93
4314.00	Arcadia	32	0
4315.00	Arcadia	235	83
4316.00	Arcadia	3,664	779
4317.00	Arcadia	6,432	1,591
4318.00	Arcadia	1,688	692
4319.00	Arcadia	172	63
4325.00	Arcadia	0	0
4600.00	Pasadena	3,465	415
4601.00	Pasadena	203	11
4602.00	Altadena -u	5,444	1,047
4603.01	Altadena -u	4,470	1,020
4603.02	Altadena -u	4,239	1,729
4610.00	Altadena -u	5,824	2,774
4611.00	Altadena -u	4,616	1,816
4612.00	Altadena -u	4,381	528
4613.00	Altadena -u	6,255	2,311
4625.00	Altadena -u	664	287
4631.01	Arcadia	55	0
4631.01	East Pasadena -u	2,417	837
4631.02	East Pasadena -u	3,583	1,126
4633.00	East Pasadena -u	2,103	465
4800.11	Arcadia	45	0
4805.00	South Pasadena	5,469	958
4806.00	South Pasadena	6,862	1,459
4807.02	South Pasadena	4,361	890
4807.03	South Pasadena	3,057	716
4807.04	South Pasadena	4,368	1,325
9301.00	Monrovia	0	0
Grand Total:		210,398	62,780 29.84% Low/Mod